

## MISASSIGNMENTS

1. I am committed to avoiding misassignment of civilian employees in both WSMR-TECOM and tenant activities. It is Army policy that civilian employees will be assigned to perform the duties described in their official job descriptions or duties to which they are officially detailed or temporarily promoted.
2. A misassignment occurs when an employee is required or permitted by a supervisor to perform a duty on a regular or recurring basis which is not within the scope of the employee's job description. Especially serious is the performance of duties which call for a different grade level or even a different series. Serious penalties exist for such management actions.
3. Misassignments violate the principles of position classification, equal pay for equal work, merit promotion, performance appraisal, and my personal philosophy on the appropriate utilization of the skills and talents of the work force. They result in employees not receiving credit or pay for experience gained and work performed, costly back pay claims, and/or organizational "grade creep" which is of critical importance during these times of continuous and dramatic resource reductions. Duties assigned to employees establish the basis for our payroll and this constitutes 85% of WSMR's total budget. Misassigning an employee over an extended period of time often results in grievances and/or EEO complaints which consume vast quantities of managerial resources to resolve and reflect unfavorably upon the capabilities of the supervisors involved.
4. Each supervisor is responsible to ensure that job descriptions accurately reflect the duties and responsibilities assigned to subordinates. Misassignments of permanent employees can be avoided by judicious use of official details, temporary promotions, or establishment of a new position and reassignment of the employee. There is no legal means to change the assignment of an employee on a temporary appointment, short of termination and appointment to a different position.
5. Specific guidance on this matter is available from your Personnel Management representative in the Directorate of Human Resources.

6. This guidance supersedes CG-23-94, 26 Sep 94.

JERRY L. LAWS  
Brigadier General, USA  
Commanding

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